

**Ryan White Planning Body: Executive Workgroup**  
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

**Meeting Minutes**

Wednesday, January 2, 2019; 11:00am-12:00pm

[Join Skype Meeting](#): call 980-314-2390, code 9783483#

**Meeting goals:**

1. Plan for next meeting: January 16, 2019
2. Plan for Service Standards updating
3. Review Planning Body responsibilities and timeline for completion

**Attendance:** Christopher Jones, Shannon Farrar, Jennifer Pepper, Kayla Earley

**Minutes**

***Service Standards Planning***

Jennifer Pepper, Planning CHATT Consultant, joined the Executive Team call to provide technical assistance on finalizing Service Standards. Pepper emphasized the importance of having Service Standards for every funded category before the next fiscal year beginning March 1, 2019. Shannon Farrar expressed concerns that consumers may not have enough time to understand and provide input on Service Standards, recognizing that revising Service Standards for all funded categories at once is cumbersome. Pepper noted that many Planning Councils/Bodies review one service category per meeting, usually in a workgroup meeting. Farrar reported that she is comfortable taking this task under Needs Assessment Workgroup. Attendees agreed to review Early Intervention Services in January and develop a plan for the other categories during the Executive Team meeting in February.

Pepper to attend the 1/16/19 Planning Body meeting and will work with Kayla Earley to develop appropriate service standards training. Earley to update the 1/16/19 agenda accordingly.

***Membership Chair Nominations***

Earley expressed that in a previous conversation with Co-Chair Chelsea Gulden, Gulden recommended having one consumer co-chair and one provider co-chair over the Membership Workgroup. Attendees responded positively to this idea. Earley asked if the group is comfortable announcing Membership Chair Nominations on 1/16/19 and delaying voting until 2/20/19. Attendees agreed. Earley to update the 1/16/19 agenda accordingly.

Christopher Jones expressed concerns that he would like the Planning Body to spend more time with people applying for Planning Body membership before approving pending membership applications. Earley to work with Membership Workgroup and new Chair(s) to plan for a new membership application and/or interview process to address this concern.

***Next Executive Team in-person meeting: February 4, 2019***

During the next meeting, the Executive Workgroup will review and edit the [draft meeting calendar for Fiscal Year 2019-2020](#).